

Customer Number (this number will be assigned by RMRC) _____

MEMORANDUM OF UNDERSTANDING (MOU)

BETWEEN

Rocky Mountain Regional Cooperative Administrative Support Unit (RMRC)

AND

Ordering Agency, Bureau, and Program Office

The Rocky Mountain Regional Cooperative Administrative Support Unit (RMRC) is a FAR-compliant, entrepreneurial Federal government reimbursable program that provides cooperative partnering in the acquisition and delivery of commonly needed services and support. RMRC works with customer agencies to identify requirements; leverages the buying power of the Federal government to effectively reduce the cost of products and services, while also shortening delivery times; and permits each customer agency to devote more resources to its core mission. The Cooperative Administrative Support Unit was established by the President's Council on Management Improvement in 1986 and is sponsored by the Interagency Council for Administrative Management.

This Memorandum of Understanding is executed pursuant to the authority of 42 U.S.C. 231, which established the Health and Human Services Service and Supply Fund. The purpose of this Memorandum of Understanding is to provide for the management and operation of selected administrative services provided by the RMRC at the Denver Federal Center, Denver, Colorado. These services are provided in accordance with the provisions of the National Cooperative Administrative Support Unit (CASU) Program Policies and Procedures issued by the National CASU Board of Directors and under the direction of the local RMRC Board of Directors, constituted of the Denver Federal Executive Board (DFEB) Executive Committee.

1. SERVICES

The RMRC currently offers the services identified in Exhibit A with in-house government employees or through contracts with commercial vendors. The service listing is updated annually. The service listing, request for service forms, charter, by-laws, and other useful information are posted on our web site at www.rmrc.casu.gov

2. BILLING FOR SERVICES

All RMRC costs are recovered through charges to the participating agencies on a fee-for-service basis. The charges are based on actual costs of providing the services. Total costs are billed at least monthly via the Intergovernmental Payment and Collection (IPAC) System, IMPAC Credit Card, or by SF1080 as mutually agreed to by the RMRC and ordering agency. Billing statements are available to customer agencies through a web-based on-line viewing system, and supporting documentation for the billings will be provided upon request.

3. EVALUATION

Evaluations of financial status, business practices, and the effectiveness and economy of the RMRC and the level of service delivery in relation to performance standards will be conducted in accordance with National CASU Board and the DFEB Executive Committee guidance.

4. TERMINATION

Member agencies may withdraw from participation in the RMRC by providing 30-day written notice to the RMRC Executive Director and the Chairperson, DFEB Executive Committee. If a service provided by RMRC is to be terminated, at least 120 days written notice will be given to customer agencies.

5. OPERATING PROCEDURES

Implementation of operating procedures and performance standards for the services to be provided will be the responsibility of the RMRC Executive Director. All differences of opinion regarding services provided, performance, or operating procedures will be referred initially to the RMRC Executive Director.

Differences regarding procedures and policies that apply to multiple agencies shall be referred to the DFEB Executive Committee for resolution.

6. TERM OF AGREEMENT

This agreement is effective on October 1, 2005, or upon receipt of a signed copy (whichever is later) and will remain in effect on the same terms and conditions for 5 years, until it is revised to provide for current conditions, or until it is terminated under the provisions of paragraph 4.

This Memorandum of Understanding is executed on this date_____

BETWEEN

Rocky Mountain Regional CASU
P.O. Box 25305
Denver, CO 80225
303-236-1942
Fax: 303-236-0016

By: _____

Susan L. Sutherland
Acting Executive Director, RMRC

AND

By:

Name

Signature

Title

Address

City, State, Zip

Phone and Fax

NOTE TO CUSTOMER AGENCY: Please attach a list of agency components that are allowed to order services under this Memorandum of Understanding. Include points of contact and their addresses and phone numbers.